

# California Energy Commission



**CLASSIFICATION:** Associate Energy Specialist  
(Will consider an Energy Analyst)

**TENURE:** Permanent

**TIME BASE:** Full Time

**SALARY:** Associate Energy Specialist - \$4,400 - \$5,468  
Energy Analyst – Range A: \$2,817 – \$3,449  
Range B: \$3,050 – \$3,768  
Range C: \$3,658 – \$4,532

**LOCATION:** Efficiency Division  
Building Standards Office  
Sacramento, CA

**FINAL FILING DATE:** Until Filled

The Building Standards Office is responsible for the development of the Residential and Nonresidential Building Standards for newly constructed buildings and additions and alterations to existing buildings. If you are interested in using your knowledge and abilities to further construction practice in California to achieve the State's goal of Zero Net Energy newly constructed residential buildings by 2020 and nonresidential buildings by 2030 this is the job for you. This job opportunity is perfect for individuals interested in building performance computer modeling; energy efficiency measure cost-effectiveness; building practice changes needed to achieve Zero Net Energy construction; stakeholder engagement; and working with a team of highly motivated and knowledgeable building energy efficiency professionals.

The full duty statement is available at <http://www.energy.ca.gov/careers/jobs.html>

**DUTIES/RESPONSIBILITIES:** The work is performed primarily in an office, conference room and hearing room environment. It may require standing and walking, as well as sitting for long periods of time. Some travel is required to attend off-site meetings or participate in conferences, workshops and hearings. Additional hours beyond an eight hour workday or 40-hour workweek may be required. While performing the duties described below, the incumbent will be required to work alone and/or in a team environment, using a personal computer and appropriate Energy Commission software such as word processing, electronic mail, WebEx and Internet browsers.

- Independently perform complex technical and analytical work to support the adoption, updating and implementation of the Residential and Nonresidential Building Energy Efficiency Standards (Standards) for newly constructed buildings and additions and alterations to existing buildings. Analyze, make recommendations and provide technical assistance on a wide range of activities and issues supporting the Standards, the development of programs for improving energy efficiency beyond the minimums set by the Standards, and the development of strategies and programs to improve the efficiency of existing buildings. Perform building energy modeling utilizing

the public domain software programs, CBECC-Res and CBECC-Com to support the Office's standards development activities.

- Develop and present technical information materials to promote energy conservation and efficiency technologies supporting the Standards.
- Manage contracts including the responsibilities for assisting in the preparation of solicitation documents, conducting bidders' conferences, proposal evaluation and selection, negotiation of work statements, deliverables and financial charges, preparation of contracts and request memos, assigning work, monitoring work progress, approving invoices, tracking expenditures and preparation of necessary paperwork.
- Respond to requests for assistance and information from project proponents and others interested in energy policy, programs and technologies.
- Prepare reports and documents addressing program and technology issues and achievements.
- Perform other related duties as required consistent with the specification of this classification.

**DESIRABLE EXPERIENCE/QUALIFICATIONS:**

- Knowledge of the Building Energy Efficiency Standards for Residential and Nonresidential Buildings
- Knowledge of the Alternative Calculation Methods (ACM) manual
- Knowledge of building simulation software
- Knowledge of building science
- Knowledge of building energy modeling software
- Knowledge of 3D modeling; sketch-up; in-design
- Demonstrated ability to use a variety of analytical and research techniques to assist in evaluating and quantifying the effect of building energy efficiency measures, assist in resolving energy efficiency problems, develop and evaluate alternatives
- Ability to communicate ideas effectively; and
- Strong written and verbal communication skills

**WORKING CONDITIONS:** Work is performed indoors in an office setting.

**WHO MAY APPLY:** All interested eligible persons are encouraged to apply. Interested applicants must submit a completed Standard State Application (Form STD. 678) to the address listed below. Electronic applications will not be accepted. Training and Development Assignments may be considered. **You must clearly indicate the basis of your eligibility (i.e., list, transfer, SROA/Surplus, reinstatement, etc.), RPA #430-071 and Position #4300-4938/5837-005 the explanation section of the STD. 678.**

**PLEASE NOTE:** *Possession of minimum qualifications will be verified prior to interview and/or appointment. If it is determined an applicant does not meet the minimum qualifications, the application may be forwarded to the State Personnel Board for review and the applicant's name may be removed from the eligibility list.*

**INTERESTED APPLICANTS SHOULD SUBMIT A COMPLETED STANDARD STATE APPLICATION (FORM STD. 678) TO:**

Jill Ford – RPA# 430-071  
1516 Ninth Street, M.S. #3  
Sacramento, CA 95814  
(916) 653-4521  
[personnelservices@energy.ca.gov](mailto:personnelservices@energy.ca.gov)

**California Relay (Telephone) Service for  
the Deaf or Hearing-Impaired**  
**From TDD Phones: 1-800-735-2929**  
**From Voice Phones: 1-800-735-2922**